

July 11, 1997

Ms. Mary S. Clark
The Library of Virginia
Database Indexing Project
800 East Broad Street
Richmond, VA 23219-1905

THE LIBRARY
OF VIRGINIA
97 JUL 22 PM 12:18

Dear Ms. Clark:

RE: Database Index Reporting Forms for Virginia Commonwealth University

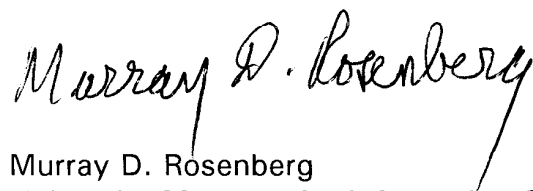
I am sending the enclosed forms (4) to comply with the mandate of Section 2.1-342, Chapter 21 - Virginia Freedom of Information Act, *Code of Virginia* that is to become effective on July 1, 1997. The databases cited are operational prior to the indicated effective date of the statute and will continue to be in full usage for the foreseeable future..

The databases, other than "LOTIS", are generally not available to the public, however certain parts of the database may possibly be obtained via *The Freedom of Information Act*. These databases are those used in the daily business operations of the university and in most cases a record contains confidential information.

Please feel free to contact me should you have any questions.

Thank you.

Sincerely,



Murray D. Rosenberg
University Manager for Information Security & Records Administration

Attachments

C: John Dayhoff
Barbara Ford
Mark Willis

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Information Security & Records Management Section ♦ Flowers Bldg [Room 249]
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